



**United States District Court  
District of Rhode Island  
One Exchange Terrace  
Providence, RI 02903**

**Case Administrator**

<b>Announcement #</b>	21-04
<b>Date Opened</b>	June 11, 2021
<b>Closing Date</b>	July 2, 2021, or until filled
<b>Location</b>	US District Court, One Exchange Terrace, Providence, RI
<b>Salary Range</b>	CL 23-24 (\$38,911 to \$70,043) *Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience. If hired at a CL 23, promotion to a CL 24, budget allowing and when determined qualified, would be available without further competition.
<b>Position Summary</b>	This position is located in the Clerk's office and reports to the Operations Manager. The incumbent receives and reviews incoming court documents for conformity with federal and local rules and performs customer service and cashier duties for the purpose of providing procedural information and collecting court fees. The documents become the official basis of court actions. The incumbent is also the initial point of contact between the Clerk's Office and the general public, litigants, and the bar.
<b>Summary of Representative Duties and Responsibilities</b>	Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements. This may include some or all the following duties and responsibilities: <ul style="list-style-type: none"><li>• Serves as initial point of contact between the Clerk's Office and the public and the bar. Furnishes information to the public and the bar regarding case filing, required fees, use of electronic filing systems and court applications, and general operating procedures of the Court. Fields questions from attorneys and the public about the filing of documents with the Court and provides information about proper filing procedures.</li><li>• Files documents meeting requirements received by self-represented litigants.</li><li>• Prepares documents and makes entries in CM/ECF in response to attorney filings and court orders.</li><li>• Acts as cashier. Receives payments and issues receipts. Secures funds in cash register,</li><li>• Opens civil cases. Opens transferred-in cases. Assures assignment of case numbers and randomly assigns cases to judges. Performs quality control checks all electronically filed new cases for conformity with Federal Rules of Civil Procedure.</li><li>• Transmits civil and criminal cases to the appellate court within the appropriate time period after the appeal has been made.</li><li>• Receives, sorts, and distributes mail; endorses and logs checks received via mail; Process and meters ongoing mail.</li><li>• Reviews and approves attorneys' requests for contact information updates.</li><li>• Verifies attorneys' authority to practice before the court.</li><li>• Performs data quality review on all electronically filed documents filed by attorneys.</li><li>• Enters the defendant and victim information listed in criminal judgments into the financial management database.</li><li>• Performs administrative duties related to Naturalization.</li><li>• Act as Disposal Officer in accordance with the Guide to Judiciary Policy, Volume 16, Chapter 5, Section 580.10.</li><li>• Trains as a backup in other case management duties and acts as relief courtroom deputy as needed.</li><li>• Assists in other areas of operations as required, such as jury and remote video hearings.</li><li>• Certifies Court Documents.</li><li>• Monitors Release of Exhibits.</li><li>• Retrieves record from the Federal Records Center as needed.</li></ul>

**Qualifications** The successful candidate must have at a minimum a high school diploma or the equivalent. Candidate must possess excellent skills in the use of automation systems, including knowledge and proficiency in Microsoft Office software and CM/ECF. Candidate also must have excellent organizational skills, and a demonstrated ability to work in a team environment, to be effective in both oral and written communication, and to handle multiple projects and tasks at one time. The candidate must have a positive attitude, deliver excellent customer service, and be service oriented.

**Court Preferred Skills** Bachelor's Degree  
Experience working in a state or federal court.  
Knowledge of federal and local procedural rules, federal court operations and functions.

**Classification Level** To qualify for placement at the CL 24 (step 1), the incumbent must have at least one year of specialized experience equivalent to work at the CL 23 level as determined by a review of the resume and completed application form. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for work processing data entry or report generation. Such outside experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Placement above step 1 required job-related court-preferred skills and more experience than the minimum required.

**Application Procedure** Applicants must submit a cover letter and resume.

Note: Incomplete application packets may not be considered.

Email your application materials to: [HR@rid.uscourts.gov](mailto:HR@rid.uscourts.gov)

Please include 21-04 in the subject line of your email. All documents should be in Adobe PDF format.

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**The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.**

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**